

UTILIZATION OF NON-IVRS COMMUNITY REHABILITATION PROGRAMS

Guidelines for Authorization and Payment

- A. IVRS purchases these services using several different systems, depending on what has been negotiated with the program.
 - 1. Outcome Based Funding . IVRS has negotiated with some community rehabilitation programs a system to pay for outcomes according to %Q+ codes.
 - (a) These programs are identified as %Q+codes (Referral).
 - (b) Authorization - One authorization can be written for the total amount. The amounts for each outcome is listed.
 - (1) Claims .
 - (a) the initial payment amount may be approved when the client enters the program.
 - (b) each payment may be approved when the outcome for the corresponding %Q+code is achieved by completing the quality indicators.
 - (c) the final payment may be approved when the final report is received.
 - (d) the R-450 claim must have the signatures of both the facility representative and the authorized IVRS staff member.
- B. Extended/sheltered employment in a program cannot be purchased with IVRS funds. IVRS counselors cannot place clients in these situations as regular employment. No Status 26 is allowed for these placements.
- C. Specific vocational skill training secured from or arranged through community rehabilitation programs must include a specific SOC in accord with an IPE having an achievement goal, and must include the planned services (course of instruction) required to achieve proficiency in the occupational skills, and require at least monthly progress reports. The costs of such training programs should compare favorably with the costs of similar training that may be received through regular training facilities.
- D. Services may be purchased from programs not listed on the following pages only with advance approval of the Area Office Supervisor. The daily charges for services from non-authorized programs may not exceed the per diem rate paid by other state agencies for similar services. When a supervisor approves the use of a CRP with which the Agency does not have a fee agreement, they must immediately contact their Assistant Bureau Chief.

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JOB COACHING

A. Definitions:

JOB COACH . A person who provides the service of job coaching. An alternative title for the position is Employment Training Specialist.

JOB COACHING . A service which includes, but is not limited to, intensive on-the-job training necessary to teach an employee both the job duties and job-related responsibilities, such as transportation, co-worker relationships, taking breaks, etc. It may also include interaction with the employer, supervisor, and co-workers to assist in the integration of the employee and spot-checking on performance, employer satisfaction, job coaching/training in new duties, and other responsibilities that assure job retention. Some job coaching activities, such as efforts to encourage the client in medication maintenance, may take place away from the job site. These activities are justified if failure to provide them would probably result in the client being unable to maintain employment.

- B. Qualifications:** IVRS requires job coaches to either be trained through RCEP or APSE specialized program or to have credentials as a licensed educator with the State of Iowa or a degree in rehabilitation. Job coaches meet the requirements through their CARF accreditation and training. The individual should be able to adequately convey information about how the job is to be done and be acceptable to both the client and the employer. Job coaches must complete the employment specialist training.
- C. When Provided:** Job coaching can be provided when the individual has a job for which they need customized training significantly greater than is required by most new employees, and the employer is unwilling or unable to provide it.
- D. Limits/Costs:** Job coaching is authorized by the hour or on an outcome basis (D codes). Hourly job coach rates should be negotiated, based on the costs incurred by the job coach, but cannot exceed Medicaid Rates. Staff, in negotiating the rate, should be flexible and consider the expenses associated with providing this service. It will vary depending on need and availability. The staff should determine the number of hours needed through discussion with the employer. The hourly rate cannot exceed the Medicaid rate.

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